



**SUPERVISING CORRECTIONAL COOK,
DEPARTMENT OF CORRECTIONS**
Final Filing Date: CONTINUOUS

OPEN - SPOT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR)
SPOT EXAMINATION FOR:
SEE ATTACHED LISTING

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with CDCR during this testing period. CDCR testing period for this examination is: **JANUARY - DECEMBER**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit applications to one of the address(es) indicated on the attached listing of Local Testing Offices. You must submit a separate application to each testing office of your choice. Candidates may only establish eligibility in one location. Applications may be filed in person or by mail.

NOTE: The wearing of denim or gray sweats on institution grounds is prohibited.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS Each testing office will accept applications continuously and will notify and test applicants as needs warrant. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

TEST DATE To learn more about examination date(s), contact the testing office(s) indicated on this bulletin.

SALARY RANGE(S) As of: March 7, 2013
\$3,570 - \$4,338

MINIMUM QUALIFICATIONS Equivalent to completion of the eighth grade. **And**
Either I
One year in the California state civil service performing the duties of a Correctional Supervising Cook (Correctional Facility).
Or II
Two years of experience in a supervisory capacity over cooks and allied workers with responsibility for supervising, planning, and scheduling the preparation, cooking, and serving of three meals a day for at least 300 persons per meal.

Special Personal Characteristics: Sympathetic understanding of and willingness to work with the resident population of a State correctional facility; supervisory ability; personal cleanliness; good sense of smell and taste; and freedom from communicable diseases.

Special Physical Characteristics: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or inmates.

Assignments include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

OUT-OF-CLASS EXPERIENCE: A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

EXAMINATION PLAN This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

EXAMINATION PLAN (CONTINUED)	<div>Qualifications Appraisal -- Weighted 100.00%</div> <div>Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:</div> <div><div>A. Knowledge of:</div><div><div>1. Principles, procedures, and equipment used in the storage, care, preparation, cooking (including baking), dispensing, and serving food in large quantities</div><div>2. Kitchen sanitation and safety measures used in the operation, cleaning, and care of utensils, equipment, and work areas</div><div>3. Food handling sanitation</div><div>4. Food values as well as nutritional and economical substitutions within food groups</div><div>5. Food accounting</div><div>6. Use of purchase orders for food and equipment</div><div>7. Methods of cutting and preparing meat</div><div>8. Training methods</div><div>9. Principles of effective supervision</div><div>10. Laws and rules governing supervision of inmates, including disciplinary actions, inmate appeals, and work incentive programs</div><div>11. The Department's Equal Employment Opportunity Program objectives</div><div>12. A supervisor's role in the Equal Employment Opportunity Program, and the processes available to meet equal employment objectives</div></div><div><div>B. Ability to:</div><div><div>1. Plan palatable and adequate menus</div><div>2. Plan, organize, and direct the work of others</div><div>3. Adjust rations to changing needs</div><div>4. Keep inventories and make requisitions</div><div>5. Use of appropriate equipment</div><div>6. Judge food quality</div><div>7. Prepare and cook all food groups</div><div>8. Determine food quantities necessary for groups of varying size</div><div>9. Direct the preparation of special diets (both medical and religious)</div><div>10. Plan food production to schedule</div><div>11. Communicate effectively at a level required for successful job performance</div><div>12. Plan and conduct in-service training programs</div><div>13. Analyze situations accurately and adopt an effective course of action</div><div>14. Keep records and prepare reports</div><div>15. Effectively contribute to the Department's Equal Employment Opportunity objectives</div></div></div></div>
------------------------------------	---

ELIGIBLE LIST INFORMATION	A separate eligible list will be established to fill vacancies for the institution(s) on the attached listing. Names of successful candidates are merged onto the list(s) in order of final scores, regardless of date. Eligibility expires 12 months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.
------------------------------	--

POSITION DESCRIPTION AND LOCATION(S)	<div>A Supervising Correctional Cook, Department of Corrections, as a first level supervisor plans, organizes, supervises, and assists with the preparation, cooking, and serving of food to inmates and employees; supervises the maintenance of food service equipment, supplies, and work areas; directs, trains, supervises and evaluates the work of inmates and employees and takes or recommends appropriate action; may have responsibility for one of the central kitchens in a multi-facility; maintains order and supervises the conduct of inmates; protects and maintains the safety of persons and property; maintains security of working areas and work materials; inspects premises and searches inmates for contraband, such as weapons or illegal drugs and performs other related work.</div> <div>Position(s) exist with the institution(s) listed on the attached listing with CDCR.</div>
--	---

SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.
---------------------------------	---

VETERANS POINTS/ CAREER CREDITS	Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career credits will not be granted in this examination.
------------------------------------	--

GENERAL INFORMATION

Applications are available at CDCR's offices, California Department of Human Resources offices and local offices of the Employment Development Department, and online at <http://jobs.ca.gov/Profile/StateApplication>.

Veterans Preference: California law allows the granting of Veterans Preference Points in **Open Entrance** and **Open, Nonpromotional Entrance** examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** and **Open, Nonpromotional Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the [Veterans Preference Applications \(Std. Form 1093\)](#) which is available at the California Department of Human Resources' website, www.jobs.ca.gov/job/VeteransInformation or at 801 Capitol Mall, Sacramento, CA 95814, and the Department of Veterans Affairs. More information can be found at the Department of Veterans Affairs' website <http://www.calvet.ca.gov/Resources/Default.aspx>.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the Department if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

GENERAL INFORMATION
(CONTINUED)

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
Telecommunications Relay Service (TRS): DIAL 7-1-1
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS

ATTACHMENT

AVENAL STATE PRISON P.O. BOX 8 #1 Kings Way Avenal, CA 93204 (559) 386-0587 EXT. 5082 TDD: (800) 735-2922	CALIFORNIA STATE PRISON, LOS ANGELES COUNTY Attn: Personnel Office 44750 60 th Street West Lancaster, CA 93536-7620 (661) 729-2000 EXT. 5229 TDD: (800) 735-2922	DEUEL VOCATIONAL INSTITUTION P.O. BOX 400 23500 Kasson Road Tracy, CA 95378-0400 (209) 835-4141 EXT. 5635 TDD: (800) 735-2922
CALIFORNIA CORRECTIONAL CENTER P.O. BOX 790 711-045 Center Road Susanville, CA 96127-0001 (530) 257-2181 EXT. 4397 (800) 735-2922 TDD: (800) 735-2922	CALIFORNIA STATE PRISON, SACRAMENTO P.O. BOX 290010 Represa, CA 95671-0010 (916) 985-8610 EXT. 5336 TDD: (800) 735-2922	FOLSOM STATE PRISON P.O. BOX 71 300 Prison Road Represa, CA 95671 (916) 985-2561 EXT. 4785 TDD: (800) 735-2922
CALIFORNIA CORRECTIONAL INSTITUTION P.O. BOX 1031 24900 Highway 202 Tehachapi, CA 93581 (661) 822-4402 EXT. 4223 TDD: (800) 735-2922	CALIFORNIA STATE PRISON, SAN QUENTIN San Quentin, CA 94964-1086 (415) 454-1460 EXT. 5021 TDD: (800) 735-2922	HIGH DESERT STATE PRISON P.O. BOX 270220 Susanville, CA 96127-0220 475-750 Rice Canyon Road Susanville, CA 96130 (530) 251-5100 EXT. 5634 TDD: (800) 735-2922
CALIFORNIA INSTITUTION FOR MEN P.O. BOX 128 14901 Central Avenue Chino, CA 91710 (909) 597-1821 EXT. 4440 TDD: (800) 735-2922	CALIFORNIA STATE PRISON, SOLANO P.O. BOX 4000 2100 Peabody Road Vacaville, CA 95696-4000 (707) 451-0182 EXT. 5557 TDD: (800) 735-2922	IRONWOOD STATE PRISON P.O. Box 2229 19005 Wiley's Well Road Blythe, CA 92226 (760) 921-3000 EXT. 5403 TDD: (800) 735-2922
CALIFORNIA INSTITUTION FOR WOMEN P.O. Box 6000 Corona, CA 92878-6000 16756 Chino-Corona Road Corona, CA 92880-9508 (909) 597-1771 EXT. 5530 TDD: (800) 735-2922	CALIPATRIA STATE PRISON P.O. BOX 5001 7018 Blair Road Calipatria, CA 92233 (760) 348-7000 EXT. 5229 TDD: (800) 735-2922	KERN VALLEY STATE PRISON P.O. Box 6000 3000 West Cecil Avenue Delano, CA 93216 (661) 921-9488 EXT. 5606 TDD: (800) 735-2922
CALIFORNIA MEDICAL FACILITY P.O. Box 2000 1600 California Drive Vacaville, CA 95696-2000 (707) 453-7082 TDD: (800) 735-2922	CENTINELA STATE PRISON P.O. BOX 731 2302 Brown Road Imperial, CA 92251 (760) 337-7900 EXT. 5218 TDD: (800) 735-2922	MULE CREEK STATE PRISON P.O. Box 409099 4001 Highway 104 Ione, CA 95640 (209) 274-4911 EXT. 5261 TDD: (800) 735-2922
CALIFORNIA MEN'S COLONY P.O. Box 8101 Highway 1 San Luis Obispo, CA 93409-8101 (805) 547-7900 EXT. 7943 TDD: (800) 735-2922	CENTRAL CALIFORNIA WOMEN'S FACILITY P.O. BOX 1501 23370 Road 22 Chowchilla, CA 93610-1501 (559) 665-5531 EXT. 5041 TDD: (800) 735-2922	NORTH KERN STATE PRISON P.O. Box 5007 2737 West Cecil Avenue Delano, CA 93216-5007 (661) 721-2345 EXT. 5325 TDD: (800) 735-2922
CALIFORNIA REHABILITATION CENTER P.O. BOX 1841 5 th and Western Norco, CA 92860 (951) 273-2945 TDD: (800) 735-2922	CHUCKAWALLA VALLEY STATE PRISON P.O. BOX 2289 Blythe, CA 92226 19025 Wiley's Well Road Blythe, CA 92225 (760) 922-5300 EXT. 5202 TDD: (800) 735-2922	PELICAN BAY STATE PRISON P.O. BOX 7200 5905 Lake Earl Drive Crescent City, CA 95532-7200 (707) 465-9028 TDD: (800) 735-2922
CALIFORNIA STATE PRISON, CORCORAN P.O. BOX 8800 4001 King Avenue Corcoran, CA 93212-8309 (559) 992-8800 EXT. 5009 TDD: (800) 735-2922	CORRECTIONAL TRAINING FACILITY P.O. BOX 686 Highway 101 North Soledad, CA 93960-0686 (831) 678-3951 EXT. 4570 TDD: (800) 735-2922	PLEASANT VALLEY STATE PRISON P.O. BOX 8506 24863 West Jayne Avenue Coalinga, CA 93210-1135 (559) 935-4966 TDD: (800) 735-2922
RICHARD J. DONOVAN CORRECTIONAL FACILITY 480 Alta Road San Diego, CA 92179 (619) 661- 7868 TDD: (800) 735-2922	SALINAS VALLEY STATE PRISON P.O. BOX 1020 31625 Highway 101 Soledad, CA 93960 (831) 678-5500 EXT. 5584 TDD: (800) 735-2922	SIERRA CONSERVATION CENTER P.O. BOX 497 5100 O'Byrnes Ferry Road Jamestown, CA 95327 (209) 984-5291 EXT. 5137 TDD: (800) 735-2922
SUBSTANCE ABUSE TREATMENT FACILITY & STATE PRISON at CORCORAN P.O. BOX 7100 900 Quebec Avenue Corcoran, CA 93212-7100 (559) 992-7100 EXT. 5646 TDD: (800) 735-2922	VALLEY STATE PRISON P.O. BOX 99 21633 Avenue 24 Chowchilla, CA 93610-0099 (559) 665-6100 EXT. 5603 TDD: (800) 735-2922	WASCO STATE PRISON RECEPTION CENTER P.O. BOX 8800 701 Scofield Avenue Wasco, CA 93280-8800 (661) 758-8400 EXT. 5192 TDD: (800) 735-2922